

Washington State Department of Personnel
Class Specification

VOCATIONAL REHABILITATION COUNSELOR 3
353M

Definition:

Serves as a lead Rehabilitation Counselor and meets one of the following criteria:

1. Serves as the lead counselor and assists supervisor with office management, personnel and office coverage; and is designated to act in the absence of the supervisor;
2. is the designated lead counselor in an office, which may include out-stationed offices, implementing time limited, federally funded projects;
3. is the lead counselor without an on-site supervisor in an office located away from the main office;
4. is the lead counselor for a specialized caseload or community liaison responsibilities; or
5. within the Department of Services for the Blind (DSB), serves as the autonomous representative for a designated geographic area. Positions at DSB act independently in developing, implementing, and enhancing vocational rehabilitation programs, analyzing and monitoring the performance of service providers, developing new community based provider resources, developing relationships with employers, advocating for the employment of people who are blind, and providing direct case management services to a caseload of severely disabled participants in the vocational rehabilitation program.

Distinguishing Characteristics:

This is the classification providing direct case management services with agency clients as well as serving as a designated lead vocational rehabilitation counselor within DSHS or the Department of Services for the Blind.

Typical Work:

Performs a lead role in a specified geographic area such as area counselor for the deaf and/or hearing impaired, independent living services, job development and placement, and provides expert consultation to other vocational rehabilitation staff, i.e., assistive devices, communication techniques, and diagnostic information.

Advises area management on client service issues area-wide;

As a lead counselor provides advice, guidance, counseling, and direction to all regional counselor staff regarding case management, specialized project implementations, and services for the deaf and/or hearing impaired;

Functions as a supervisor in the absence of a Vocational Rehabilitation Supervisor;

Approves funding and assigns cases to other counselors;

Provides orientation and basic vocational rehabilitation procedural training for new staff;

Arranges for immediate unit coverage;

Helps develop agendas, conducts unit meetings, and provides input into counselor evaluation;

Provides case management services to other counselors with complex or challenging cases;

Acts as the outreach rehabilitation liaison consultant to employers, educational institutions, and community organizations;

Performs other duties as required.

Knowledge and Abilities:

Knowledge of: vocational rehabilitation in independent living; public education requirements; community resources, private sector employer expectations; blind/deaf and hard of hearing organizations, agencies and resources; appropriate vocational rehabilitation counseling techniques.

Ability to: lead staff in developing and carrying out rehabilitation plans for individuals; advise staff on steps to gain confidence and cooperation of vocationally disabled clients; write and speak effectively; establish and maintain effective working relationships.

Legal Requirement(s):

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Desirable Qualifications:

A Master's degree in rehabilitation counseling,

OR

A current Certification as a Rehabilitation Counselor by the Commission on Rehabilitation Counselor Certification,

OR

A Master's degree with at least 18 quarter and 12 semester credit hours specified as follows:

1. ONE graduate course with a primary focus on the Theories and Techniques of Counseling, and
2. THREE graduate courses, each with a primary focus on one of the following areas:
 - a. Occupational Information
 - b. Job Development and Placement
 - c. Medical Aspects of Disabilities
 - d. Foundations of Rehabilitation
 - e. Psychological Aspects of Disabilities
 - f. Personal and Vocational Adjustment, and
3. TWO graduate courses, each with a primary focus on one of the following areas:
 - a. Assessment
 - b. Research Methodology
 - c. Vocational and Career Development
 - d. Community Resources
 - e. Case Management
 - f. Delivery of Rehabilitation Services,

AND

Three years of paid experience as a vocational rehabilitation counselor or similar paid experience in vocational counseling, job placement, vocational assessment, or other areas of rehabilitation counseling;

Class Specification History:

New class adopted January 11, 1991.

Revise class. Revises minimum qualifications, adopted November 15, 1991.

Revise class. Revises minimum qualifications, adopted November 19, 1999.

Revise class. Revises minimum qualifications, adopted January 14, 2000.

Revise class. Revises minimum qualifications, adopted November 9, 2001.

Revise class. Revises definition adopted May 30, 2002.

Revise class. Revises definition, distinguishing characteristics, title, (formerly Vocational Rehabilitation Lead Counselor), adopted October 1, 2003.

Revise class. Revises class code (formerly 37100), general revision; adopted May 10, 2007, effective July 1, 2007.

Revise class. Revises typical work, desirable qualifications, changed June 20, 2007, effective July 1, 2007.